



TOM TINDALL
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 267-2101
FAX: (323) 264-7135

"To enrich lives through effective and caring service"

December 8, 2010

To: Each Supervisor

From: Tom Tindall
Director

Subject: **OUTREACH TO CONTRACT CITIES**

This is to inform your Board of ISD's initiative to offer its facility services to contract cities throughout the County. Success in this initiative will mitigate the impact of S.B. 1732, the transfer of Superior Court buildings to the State, and achieve operating savings through greater economies of scale.

ISD is now offering the following services to contract cities:

- General Maintenance – Basic building maintenance and repairs
- Carpentry – Rough and finish carpentry, millwork and cabinetry
- Sheet Metal – Metal fabrication and repair, including welding services
- Elevator/Escalator – Maintenance, repair, adjustment, testing and inspection
- Electrical – Installation, maintenance, alterations, and repairs of wiring, machinery, underground and pole line distribution, switchgear and transformers
- Air Conditioning – Installation, maintenance, alterations, and repairs of heating, ventilation, air conditioning, and refrigeration systems
- Plumbing - Installation, maintenance, alterations, and repairs of water, waste, gas and other delivery/piping systems
- Specialty Crafts and Support Shops – Locksmith, welders, roofers, masons, millwrights, and sign-making
- Energy Management – Auditing, retro-commissioning, efficiency upgrade projects
- Job Order Contracting – Large facility improvement projects
- A/E Services – On-call architectural and engineering services for refurbishments and repairs
- Custodial and Grounds Maintenance

Each Supervisor
December 8, 2010
Page 2

ISD already provides facility services to the cities of Lawndale (air conditioning maintenance) and Glendale (equipment maintenance and millwright work). Your Board's December 14, 2010, agenda will include a request to provide ISD vehicle fleet maintenance services to the City of Lynwood.

ISD will continue to work with local agencies to support mutual goals, ranging from developing energy savings programs to sharing data center space. If you have any questions, please contact me.

TT:tt

c: ISD Board Deputies
Chief Executive Officer
Ellen Sandt, DCEO